

WESTERN COUNTIES REGIONAL LIBRARY

BOARD MEETING

June 18, 2020

The regular quarterly meeting of the Western Counties Regional Library Board was held on Thursday, June 18, 2020 – virtual via ZOOM.

Present were:

Warden Jimmy MacAlpine, Municipality of Digby
Warden Danny Muise, Municipality of Argyle
Councillor Patti Durkee, Municipality of Yarmouth
Councillor Louann Link, Town of Clark's Harbour
Mayor Ben Cleveland, Town of Digby
Councillor Kent Balish, Town of Lockeport
Deputy Mayor Phil Mooney, Town of Yarmouth
Maritza Adams, Admiral Digby Library & Historical Society
Patricia Nickerson, Shelburne Library Building Association
Elizabeth Arenburg, Yarmouth Public Library & Museum
Pamela Maher, Province of Nova Scotia
Darryl Wiseman, Province of Nova Scotia
Erin Comeau, Secretary-Treasurer

Regrets were received from Shaun Hatfield and Carl Deveau
Absent were Doris Townsend and Nolan Young

1. CALL TO ORDER

The Chair called the meeting to order at 1:02 p.m. and welcomed all members to the virtual meeting via Zoom.

2. ADOPTION OF AGENDA

There being no changes to the agenda, it was moved by Pat Nickerson and seconded by Darryl Wiseman:

“THAT the agenda be approved as circulated.”

MOTION CARRIED

3. MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting were circulated. It was noted by Maritza Adams that where it states Admiral Digby Library & Building Association, it should state Admiral Digby Library & Historical Society. It was moved by Maritza Adams and seconded by Louann Link:

“THAT the minutes of the May 14, 2020 Board Meeting be approved with the one correction as noted by Maritza Adams.”

MOTION CARRIED

4. BUSINESS ARISING FROM THE MINUTES

There was no Business Arising from the Minutes

5. CHAIR’S REPORT

Jimmy thanked Erin and her staff for all the work they have been doing to get libraries open again. He noted the many difficulties that they have had to work through but are doing a great job.

6. DIRECTOR’S REPORT

Erin noted that she has been working through the library re-opening roadmap that was approved in May. All staff are back to work in the libraries. The Library Reopening Roadmap was sent to the Department of CCH and no feedback was received. Next week, during a Staff Inservice via Zoom, staff will be trained on the new disinfecting and COVID-related procedures and protocols before re-opening for the public. A Press Release will be sent to the Clare Shopper/Lobster Bay as well as on social media advising of the Yarmouth Library re-opening June 29 and all other branches re-opening on June 30.

Pat Nickerson wanted it noted that she feels all patrons and staff should wear a mask at all times while in the library. Plexiglas shields are being installed at all circulation desks, and Erin noted that if we can’t get them installed in some branches by June 29, those that do not have the shields won’t open. Each branch will have hand sanitizer at the entrance for the public to use. There will be posters indicating that if a patron is ill, they should not come into the library; posters requesting patrons to social distance by at least 6 feet; stand here floor stickers at circulation desks. We are also installing shelving in the branches for contactless holds pick-up, and are in the process of ordering self check-out stations for many of the branches to further reduce staff to patron contact.

Computer keyboards and mice will be disinfected after each use. Staff will be disinfecting high touch surfaces twice a day, including washrooms. This is over and above the regular cleaning provided by building owners. For patrons who do not wish to enter libraries, they can order books by mail. They can also access WiFi from outside our buildings.

7. REPORT OF AUDIT, RISK & FINANCE COMMITTEE

Audit, Risk & Finance Committee Chair, Darryl Wiseman, reported that the Committee met on June 4, 2020 where the Auditor reviewed the Draft Audited Financial Statements for WCRL and the Draft Unaudited Financial Statements for WCRL Charitable Association. The Auditor will return at our September Board Meeting to present these two reports to the Board.

Darryl indicated that the Auditor conducted a Fraud Interview with committee members.

8. FINANCIAL STATEMENT

The April 30, 2020 Financial Statement was circulated. Erin noted that most of the COVID purchase were paid for in May and that they were not reflected in the April 30, 2020 Statement. It was moved by Danny Muise and seconded by Phil Mooney:

“THAT the April 30, 2020 Financial Statement be approved as presented.”

MOTION CARRIED

9. NEW BUSINESS

9.1 LBANS Representation

There was no LBANS Report.

9.2 Social Media Acceptable Use Policy and Form

The Social Media Acceptable Use Policy and Form was circulated and discussed. It was moved by Pamela Maher and seconded by Darryl Wiseman:

“THAT the Social Media Acceptable Use Policy and Form be accepted, with the few suggested changes.”

MOTION CARRIED

9.3 Library Branch Services and Patron Use

The Library Branch Services and Patron Use, formerly the Library Branches Policy, was circulated and discussed. It was moved by Danny Muise and seconded by Patti Durkee:

“THAT the Library Branches Policy be accepted as presented.”

MOTION CARRIED

9.4 Health & Safety Policy

The Health & Safety Policy was circulated and discussed. It was moved by Pat Nickerson and seconded by Elizabeth Arenburg:

“THAT the Health & Safety Policy be approved as circulated.”

MOTION CARRIED

9.5 Illness Policy

The Illness Policy was circulated and discussed.

At this time, Agenda Item # 9.7 was also discussed.

All union and management employees accumulate sick time credits which, if not used, transfer over and accumulate from year to year. Staff also have 5 pro-rated days per year for the illness of an immediate family member, which if not taken, do not transfer over to the following year. Erin noted that some staff would not have enough sick time to get them through a self-isolation period. A discussion was held on whether staff should be given extra sick time for COVID-related illness only. It was moved by Pat Nickerson and seconded by Darryl Wiseman:

“THAT the Illness Policy be approved as circulated, and that staff be given 10 extra pro-rated days for COVID-related illness.”

MOTION CARRIED

9.6 2020-2021 Budget

Erin noted that the 2020-2021 Budget includes increase in Provincial Government funding. A discrepancy was noted in Hardware/Software/Repairs, and Erin indicated that the extra difference could be spent under Library Materials in the digital collections. The Board agreed to do this and asked that the budget be reviewed at the September Board Meeting. It was moved by Phil Mooney and seconded by Kent Balish:

“THAT the 2020-2021 Budget be approved, that the excess amount that was in Hardware/Software/Repairs be transferred to Library Materials (digital collection section) and that this amount be reviewed at the September Board meeting.”

MOTION CARRIED

9.4.3 Extra pro-rated sick days - COVID

This item was discussed under Agenda Item # 9.5

10. CORRESPONDENCE

There was no correspondence.

11. OTHER

There was no Other.

12. AROUND THE TABLE

Board Members all wished to thank Erin and her staff for the tremendous amount of work being done on the re-opening of branches.

Erin indicated that Joanne Head, Deputy Director, will be retiring as of January 1, 2021 after 31 years of service.

13. NEXT MEETING

The AGM will be held on Thursday, September 3, 2020.

14. ADJOURNMENT

On a motion from Phil Mooney and Kent Balish, the meeting adjourned at 2:45 p.m.